

Pope John Paul the Great Catholic High School Chapter
Of
The National Honor Society

Bylaws

2013

ARTICLE I: NAME & PURPOSE

Section 1 – Pope John Paul the Great Catholic High School, located in the County of Prince William and the Commonwealth of Virginia hereby establishes a National Honor Society chapter to be known as the *Pope John Paul the Great Catholic High School Chapter of the National Honor Society*.

Section 2 – The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to support a culture of life and to encourage the development of character in students of Pope John Paul the Great Catholic High School.

ARTICLE II: POWERS

Section 1 – This chapter operates under the direction of and in full compliance with the NHS National Constitution. (See www.nhs.us/constitutions.)

Section 2 – The Chapter Adviser is given the authority to supervise the administration of chapter activities, as delegated by the school Principal.

Section 3 – Final authority of all activities and decisions of the chapter resides with the school Principal (see Article V, Section 1 of the National Constitution.)

Section 4 – The Principal shall reserve the right to approve all activities and decisions of the chapter.

Section 5 – The Principal may delegate the power to appoint the Faculty Council to an Assistant Principal or the Chapter Adviser. If the Faculty Council is appointed by a delegate of the Principal, the list of council members should be approved by the Principal prior to the first meeting of the council.

Section 6 – These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

ARTICLE III: MEMBERSHIP

Section 1 – Membership in this chapter shall be known as *active members*. Active members become *graduate members* upon graduation from Pope John Paul the Great Catholic High School.

Section 2 – Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership and character.

Section 3 – Eligibility

- a. Candidates eligible for selection to this chapter must be members of the junior class.
- b. To be eligible for selection to membership in the chapter, the candidate must have been in attendance for a period of one semester at Pope John Paul the Great Catholic High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of *3.75 or higher*. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to, or above, such a standard may be admitted to candidacy for selection to membership.
- d. To be eligible for election, candidates must meet the following behavioral criterion:
 - Fewer than three (3) lunch detentions during their junior year
 - Fewer than six (6) lunch detentions during their sophomore year
 - No afterschool detentions in their sophomore or junior years.
 - No more than one (1) afterschool detention in their freshman year
- e. A student who has been suspended (in-school or out-of-school) is not eligible for membership in the National Honor Society.
- f. A student who has earned a Saturday detention will not be eligible for membership.
- g. Upon meeting the grade level, attendance, GPA and behavior requirements, candidates shall then be considered based on their service, leadership and character.

ARTICLE IV: THE PRINCIPAL

Section 1 – The Principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2 – The Principal shall annually appoint a member of the faculty as Chapter Adviser, who may serve consecutive terms. Co-advisers may be appointed where necessary.

Section 3 – The Principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 4 – The Principal may appoint additional faculty members to participate in candidate reviews during the selection process.

Section 5 – The Principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

ARTICLE V: THE CHAPTER ADVISER

Section 1 – The Chapter Adviser shall be responsible for the direct, day-to-day supervision of the chapter and acts as a liaison between faculty, administration, students and community.

Section 2 – The Chapter Adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall complete the annual survey and submit it to the national office.

Section 3 – The Chapter Adviser shall regularly review each member for compliance with National Honor Society standards and obligations.

Section 4 – The Chapter Adviser shall help the chapter officers understand and carry out their duties.

Section 5 – The Chapter Adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.

Section 6 – The Chapter Adviser shall be a member of the faculty, appointed annually by the Principal, and may serve consecutive terms.

Section 7 – Co-advisors may be appointed to assist the Chapter Advisor. Co-advisors shall be ex officio, non-voting members of the Faculty Council.

ARTICLE VI: THE FACULTY COUNCIL

Section 1 – The Faculty Council shall consist of five (5) voting faculty members appointed annually by the Principal. The Chapter Adviser shall be an ex officio, non-voting, sixth member of the Faculty Council. No Principal or Assistant Principal may be included on the Faculty Council.

Section 2 – The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3 – The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4 – The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with these bylaws and National Honor Society Policies.

ARTICLE VII: SELECTION OF MEMBERS

Section 1 – The selection of members to this chapter shall be by a majority vote of the Faculty Council. The Faculty Council shall consist of five faculty members appointed by the Principal. The Principal

may appoint additional faculty and staff members to participate in candidate reviews during the selection process. The Chapter Adviser shall be a non-voting, ex officio member of the Faculty Council.

Section 2 – The selection of active members shall be held once a year during the second semester of the school year.

Section 3 – Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility. The Assistant Principal for Academics and/or the Chapter Adviser will provide the faculty council with academic records of potential members.
- b. Student behavioral records shall be reviewed by the Principal and/or the Assistant Principal of Student Life to determine eligibility.
- c. Juniors who meet the eligibility requirements shall be notified and asked to complete and submit the Student Activity Information Form or the proposed National Honor Society Application for further consideration.
- d. Students who are eligible scholastically are asked to obtain signatures of support from three (3) teachers via a sealed letter of recommendation. The official evaluation form is provided by the Chapter Adviser. Students are not allowed to review the recommendations or application materials.
- e. Students who are eligible must write a two to three page essay (using: one inch margins, double-spaced, Times New Roman, size 12 font) in the following format:
 - An introduction.
 - Five paragraphs addressing the areas of academic goals, service projects, leadership, character and citizenship.
 - A conclusion.
- f. Candidate forms, faculty evaluations, essays and other relevant information to determine those who fully meet the selection criteria for membership shall be reviewed by members of the Faculty Council and/or those appointed by the Principal. (Article IV, Section 4)
- g. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.
- h. Prior to notification of any candidates, the Chapter Adviser shall review with the Principal the results of the Faculty Council's deliberations. Reasons for non-selection will be presented to the Principal.

Section 3 – A description of the selection process shall be published and made available to all students and parents of the school.

Section 4 – A National Honor Society induction ceremony is be held yearly.

Section 5 – Once selected and inducted, all members are expected to uphold the standards by which they were selected and maintain all obligations of membership.

Section 6 – An active member of the National Honor Society who transfers from this school *may request* a letter indicating the status of his/her membership and signed by the Principal or Chapter Adviser.

Section 7 – An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VIII: NOTIFICATION OF SELECTION

Section 1 – After reviewing the results of the Faculty Council’s deliberations with the Principal, the Chapter Adviser will inform candidates of their selection or non-selection.

Section 2 – Selected candidates and their parents will be notified of selection and will receive an invitation to the induction ceremony.

Section 3 – A candidate who has been identified as academically eligible but has not been selected due to deficiencies in leadership, character, and/or service will receive information from the Faculty Council indicating which of the three criteria non-selected students failed to meet. Usually, the Chapter Adviser will meet with each candidate who has not been selected. The Chapter Adviser will also explain the appeal process.

ARTICLE IX: APPEAL OF NON-SELECTION

Section 1 – Students who are not selected based on deficiencies in character, leadership and/or service may begin the appeal process if they disagree with the decision of the Faculty Council before the end of the student’s junior year to be reconsidered during the following academic year.

Section 2 – Appeals must be registered with the Chapter Adviser before the end of the student’s junior year. The Chapter Advisor informs the principal that an appeal has been made. A copy of the appeal is given to the principal.

Section 3 – If an appeal is made, the student record will be maintained. If no appeal is made, NHS applications are not retained by the school or adviser.

Section 4 – Students who submit an appeal will receive notice of the outcome of their appeal before the end of the first quarter of their senior year.

Section 5 – Outcomes of an appeal include the following:

- a. Rejection of the appeal; sustaining original judgment.
- b. Request from the Principal for the Faculty Council to reconsider the case.

- c. A change in the decision, resulting in the selection of the student.
- d. Request from the Chapter Adviser or Principal for additional documentation to be provided by the student.

Section 6 – If an appeal results in a change of decision, the student will be inducted in a simple ceremony or at a meeting of the Chapter. This induction will take place no later than the 2nd quarter of the following year, so that the member will be a participant in the meetings and service activities of the Chapter.

ARTICLE X: OBLIGATION OF MEMBERS

Section 1 – Each member shall have the obligation of maintaining eligibility requirements as stated in Article III. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2 – Each member shall attend the regular meetings of the chapter.

Section 3 – Any member who withdraws, resigns or is dismissed from the chapter shall return the emblem to the chapter.

Section 4 – Chapter members who are seniors in good standing shall be granted the privilege of wearing the National Honor Society honor cords at graduation.

Section 5 – All members are obligated to participate in the service projects of this chapter as outlined in Article XIII.

ARTICLE XI: OFFICERS

Section 1 – The officers of the chapter shall include a president, vice president, secretary and treasurer.

Section 2 – Students officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3 – Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4 – It shall be the duty of the president to preside over the meetings of the chapter and serve as the official representative of the chapter at school and community functions.

Section 5 – The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6 – The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence of the chapter.

Section 7 – The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8 – Officers may be asked to chair service committees.

Section 9 – Officers and the faculty adviser shall collectively be known as the chapter's Executive Committee. The Executive Committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter. All actions of the executive committee will be subject to the review of the chapter members.

ARTICLE XII: MEETINGS

Section 1 – Regular meetings of this chapter shall be monthly. Biweekly meetings may be scheduled as needed. Special meetings can be called by the president with approval of the chapter adviser.

Section 2 – This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3 – All chapter members are expected to attend chapter meetings. Excused absences are requested by parents and guardians or faculty members.

ARTICLE XIII: ACTIVITIES

Section 1 – The chapter shall determine one or more service projects to complete each academic year.

Section 2 – All members shall regularly participate in these projects.

Section 3 – These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible and be well-planned, organized, and executed.

Section 4 – Each member shall have the responsibility for choosing and participating in an individual service project which reflects his/her particular talents and interests and as approved by the Chapter Adviser. This is in addition to the chapter projects to which all members contribute.

Section 5 – The chapter shall publicize and promote its projects in a positive manner.

Section 6 – Regular activities of the chapter include: tutoring fellow students in study hall/ homework assistance and the performing of mandatory service projects.

ARTICLE XIV: DUES

Section 1 – Annual dues for this chapter shall be \$20.00.

Section 2 – Dues will be payable to the chapter treasurer within thirty (30) days of induction.

ARTICLE XV: DISCIPLINE AND DISMISSAL OF MEMBERS

Section 1 – Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Pope John Paul the Great Catholic High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership in his/her school and community.

Section 2 – If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.75 GPA), he/she will be given a written warning and one semester time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 3 – Violations of the law or school regulations may result in immediate consideration of the dismissal of a member. *These violations include but are not limited to DWI, stealing, destruction of property, cheating, truancy or possession, selling or being under the influence of drugs or alcohol at school or school related activities or in the community.* Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for dismissal of a student from the chapter.

Section 4 – Offenders of the school Code of Conduct (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc) will receive written warning notification. A conference may be requested by either party (faculty adviser or student/parent). If the member is involved in another violation of the school Code of Conduct, the member may be considered for dismissal.

Section 5 – Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 6 – In all cases of pending dismissal:

- a. The member will receive written notification from the adviser indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be presented to the Principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.

- d. The Faculty Council’s decision may be appealed to the Principal.
- e. A member who is dismissed or resigns, may never again be considered for membership in the National Honor Society.

Section 7 – In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XVI: RATIFICATION, APPROVAL AND REVIEW


Section 1 – These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration.

Section 2 – These bylaws shall be reviewed and, if necessary, revised within five years from the date of approval noted on this document.

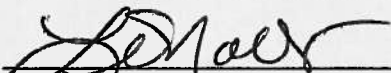
ARTICLE XVII: AMMENDMENTS

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles VII and XV, which are developed by the Faculty Council with the approval of the Principal (“Selection” and “Discipline”).

Approved on: May 7th, 2013

Signature of Chapter President: 

Signature of Chapter Secretary: Sinclair Hamilton

Signature of Faculty Adviser: 

Signature of Principal: 